Alameda County
Advisory Commission on Aging

Executive Committee Meeting Agenda

June 29, 2026 | 9:30-11:30 AM

Alameda County Social Services Agency
Area Agency on Aging/Veterans Services Office
Freedom Room, 22225 Foothill Blvd., Hayward, CA 94541
In-Person Meeting

The public is also welcome to participate online or call (888) 715-8170, Meeting ID 977472625# (US, Toll Free). For questions or connection issues, contact Kim Fogel, krfogel@acgov.org, (510) 577-3536.
PLEASE NOTE: For online security, Alameda County prohibits the use of AI notetaking applications in County meetings. AI applications found in the online audience will be removed by staff.

Public participation at Commission meetings is encouraged. Individual comments on any single item on the agenda are limited to two minutes. The chosen spokesperson for a group may speak for four minutes.

Schedule is subject to change and all times are approximate.33

#1: Welcome / Call to Order / Roll Call
Chair (9:30-9:35)

#2: Approval of Minutes and Agenda - All Commissioners (9:35-9:40)

- Attachments: Minutes (April, May)
- Attachment: Agenda

#3: Action Items - All Commissioners (9:40-11:00)

- Results of Strategic Planning Retreat: Discussion (See attached draft minutes)
- Increasing Effectiveness of Executive Committee Meetings (bylaws and standard operating procedures): discussion
- Mayor’s Conference Delegates: discussion

#4 Committee Chair Updates - All Commissioners (11-11:20)

Executive Committee Meeting Agenda (Cont.)

#5 Comments or questions for items not on the agenda
(11:20-11:25)

#6 Adjournment

Attachments:
- Executive Committee Minutes (April, May)
- Strategic Planning Minutes
- Bylaws

Commission information and updates available on our website.

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, April 27, 2026 9:30AM – 11:00 AM

ACA Commissioners

Laura McMichael-Cady (Chair)
Denyse McCowan (Vice-Chair)
Priscilla Banks
Michael Goetz – online
Dori Ellis - online
John Schinkel-Klujian - Absent

- County of Alameda

Jennifer Stephens-Pierre
Kenneita Landry
Kim Fogel
Marlene Tapia
Rhoda Turner

CALL TO ORDER

- Meeting called to order at 9:39 am

Roll Call of Commissioners
Quorum achieved.

APPROVAL OF MINUTES & AGENDA

- Motion to approve the previous meeting minutes and current agenda:

(M) Priscilla Banks
(S) Denyse McCowan
Approved.

AGENDA FOR APRIL MEETING:

AB 1069 PAL Process
Purpose Statement
Agenda for upcoming ACA meetings: Overview of County Social Services, Annual Plan Update, End of Life Planning for Seniors

ACTION ITEMS AND DECISION LOG
Mayor's Conference presentation and additional bodies who might refer potential commissioners
Ongoing work on Vision, Mission, Purpose, & Bylaws
Posting of meeting recordings, documents, newsletters, and calendar

Commission and AAA Staff spoke on the following topics:

AB 1069 PAL Process
Kim stated that the same presentation previously given to the Legislative Committee will be presented to the full commission in April, outlining how the Commission participates in the legislative recommendation process.
The committee discussed presentation length; it previously ran about 30 minutes, but the presenter will be asked to shorten it to approximately 15 minutes.
The Commission agreed to postpone the PAL process discussion until May, with no objections.

CSL Process
Commissioner Banks asked who chairs the California Senior Legislature (CSL) and was informed it is Mr. Pointer. She requested his contact information from Kim Fogel.
Action: Kim will provide his contact information.

The Commission reviewed the process for selecting nominees to the California Senior Legislature (CSL). Applications are due to AAA by the 31st, after which the Commission reviews and selects candidates. Members asked about the criteria used to determine applicant suitability. Staff confirmed that the CSL job description and eligibility requirements are available on the CSL website.

Applications must include a résumé and a signed confirmation of required qualifications, including access to basic technology. Staff will follow up with information on the number of applicants and available seats.

Action: Chair, McMichael-Cady will send the job description before the next meeting.
There was brief discussion about how often elections occur, with uncertainty but a belief that terms may align with state election cycles.

Commissioner Banks recommended that the CSL process should be added to the Commission's operating procedures so the timeline and steps are clear in future years. She also suggested adding Commission decisions to the "Outstanding Actions" list.
It was noted that the discussion on the CSL process will be allotted 15 minutes.

RFP PROCESS
Chair McMichael-Cady reported that an RFP process discussion will be added to the May agenda due to numerous emails and concerns from community-based organizations about how the process is being carried out.
Commissioner Banks raised concerns about the lack of transparency in the RFP process, noting frequent references to "business confidentiality" and restrictions on information sharing.
Members expressed confusion about why the RFP timeline and decisions are not shared, especially since the process is critical to subcontractors' operations.
It was noted that the AAA does not have sole authority over RFPs. The process is also controlled by the Social Services Agency (SSA) Finance Department and the General Services Agency (GSA).
Commissioner Goetz said subcontractors are alarmed because RFPs are late, making July 1 contracts impossible. He also noted that an entire Information and Assistance contract was wrongly given to a single agency, defunding long-standing providers. Many fear the same could happen with the nutrition RFP.
Commissioner Schinkel-Kludjian warned that the current RFP issues could impact future RFPs, using Meals on Wheels as an example.

Action Item:
Add the RFP process as a formal agenda item for the April meeting.
Attempt to invite representatives from SSA Finance, GSA, or Contracts to address technical and procedural concerns.

Action Item:
Chair McMichael-Cady will ensure that the previously sent letter and the referenced video clip are included in the April agenda packet.

VISION, PURPOSE, AND MISSION STATEMENT
The vision statement is complete. The purpose statement will be formally voted on at the next meeting, and the Commission will present the vision and review and discuss the mission statement.
Approximately 20 minutes will be set aside to review the purpose statement and mission.
All purpose and mission statement submissions are being collected from commissioners.
Once second-round submissions are received, staff will review them and identify which versions received majority support.
The mission statement from Commissioner Ellis is still needed.
All materials received will be compiled and sent to Catherine for retreat preparation.
Agenda for upcoming ACA meetings: Annual Plan Update, Overview of County Social Services, and End of Life Planning for Seniors
Commissioner Banks noted that the annual plan should be included in both the April and May agendas, as several elements of the plan will be needed for the upcoming retreat.
Kim Fogel noted that a public hearing on the Area Plan Update is scheduled for the afternoon of the same day as the Commission meeting.
It was noted that Kim's presentation at the April Meeting will only take about 10 minutes and agreed to coordinate with Catherine to plan how the retreat conversation should be structed.
Staff has made state-requested edits to the 2025 Area Plan Update and re-submitted to the state; awaiting approval.
The area plan update presentation will require about 10 minutes
The 2024 countywide Area Plan is the foundation for current work, and the update will show progress and provide key background for the retreat.
Chair McMichael-Cady reported that the Overview of County Social Services and the End-of-Life Planning items are tabled for now.
The Overview of County Social Services was identified as a priority and should occur before the June retreat, ideally in May.
End-of-Life Planning remains an outstanding topic to be scheduled at a later date.

Action Item: Mayor's Conference presentation and additional bodies who might refer potential commissioners

The scheduled update on the Mayor's Conference could not be given because Jennifer was absent.

Commissioner Banks emphasized the need to confirm which commissioners are currently appointed by the mayors due to existing discrepancies. Some appointments were verified,

but confusion remains for a few commissioners. Chair McMichael-Cady's district listing needs updating, though she can continue serving. Representation for north and south areas is unclear due to outdated or inconsistent information.
There is uncertainty about who supervises or coordinates the mayor's commission appointments, adding to the confusion.

The committee will ask the mayor's conference for an accurate, definitive roster of appointees. Kim noted that Jennifer will provide the update, as she has been the one corresponding on the topic.

Previous minutes noted that Jennifer spoke with Steve Bocian, who planned to raise the issue at the next Mayor's Conference meeting and then follow up with her to set up a meeting with the chair, vice-chair, Commissioner Banks and Jennifer.
Commissioner Banks said Dori Ellis has been involved and should be included in the meeting.

VISION, MISSION, PURPOSE, AND BYLAWS
Chair McMichael-Cady reported ongoing work on the vision, mission, and bylaws as part of strategic planning.
20 minutes will be reserved to discuss operating metrics and retreat planning.
Commissioner Banks noted the mission statement must clearly reflect the mandate to coordinate community-based services for older adults in Alameda County.
The retreat will provide a broad outline for future work, but not all specifics will be resolved that day.
Additional follow-up discussions will be required in subsequent meetings, especially on operationalizing communication and posting processes.
Article 1 was accepted with no changes; the mandate remains unchanged.
Mission statement must reference coordinating community-based services.
"Independent advocate" language will remain.
Mello-Granlund Older Californians Act to be added to orientation materials.
Interagency relationships will be assigned under specific committee objectives.
Committee assignments finalized:
– CSL → Legislative
– Senior Services Coalition → Health Services
– Age Friendly Council → Health Services
– Board of Supervisors → Health Services
– Mayor's Conference → Public Relations
– Veterans/disability agencies → Health Services

Health Services will develop a mechanism for regular Board of Supervisors interaction.
Assignments are intended to be permanent for bylaws stability.
Suggestion made to consider aligning subcommittee meeting times to improve participation.
The group confirmed that Articles A–D would remain as written. Discussion stopped at Objective D due to time, and the Commission will resume at Objective E ("disseminating information") at the next meeting.

POSTING OF MEETING RECORDINGS, DOCUMENTS, NEWSLETTERS, AND CALENDAR

The Commission discussed how to manage posting of meeting recordings, documents, newsletters, calendars, and action items.
Members agreed the topic needs further discussion on communication methods and how the public will access information.
While some strategic discussion may occur at the retreat, the group concluded that detailed work on posting processes should continue in regular Executive Committee meetings.
The retreat will focus on broader strategic items (mission, purpose, objectives, tactics), which may help outline but not finalize communication procedures.

Discussion on how to post information (recordings, documents, newsletters, calendars, action items) will continue as a standing Executive Committee action item.
High-level communication strategy may be included in the strategic planning retreat, but operational details will be handled in regular meetings.

SUBCOMMITTEE CHAIR REPORTS

a) Public Relations/Senior Update
Commissioner McMichael-Cady reported that an update is about to be released.
Legislative:

- b) Legislative Committee
Staff member Kim Fogel reported that state legislation is moving forward to expand funding for the Healthcare Career Pathways Program, which AAA previously received an award and is growing statewide. This development provides useful direction for the Legislative Committee's work.
c) Service Delivery:
Commissioner Banks reported that work on updates is ongoing; progress is good but not yet ready for formal reporting.

UPDATES FROM AAA DIRECTOR

- No report given.

COMMENTS OR QUESTIONS RE: ITEMS NOT ON THE AGENDA

- Commissioner Banks asked that minutes clearly note when a decision has been made. She reminded the group that the Commission had already decided the general meeting runs from 9:30 to 11:30, with the last half hour for committees, and that the Executive Meeting is set for an hour and a half.
- Meeting was adjourned at 11:11 am.

ADVISORY COMMISSON ON AGING
ACA
COUNTY OF ALAMEDA

Alameda County Social Services Agency

ACA Executive Committee Meeting Minutes
March 23, 2026

ACA Commissioners
- Laura McMichael-Cady (Chair)
- Denyse McCowan (Vice-Chair)
- Priscilla Banks
- John Schinkel-Kludjian – online
- Michael Goetz – online
- Dori Ellis - online

County of Alameda
Kim Fogel
Rhoda Turner

CALL TO ORDER
- Meeting called to order at 9:39 am
  Roll Call of Commissioners
  Quorum achieved.

APPROVAL OF AGENDA
- Motion to approve the agenda with the addition of CSL and the RFP process:
  (M) Laura McMichael-Cady
  (S) Priscilla Banks
  Approved.

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- Meeting was adjourned at 11:11 am.

STRATEGIC PLANNING RETREAT MINUTES

Advisory Commission on Aging

Monday, June 8, 2026 | 9:30 AM – 2:50 PM

Area Agency on Aging / Veterans Services Office – Freedom Room

22225 Foothill Blvd., Hayward, CA 94541

Commissioners Present:

Denyse McCowan (Vice Chair), Michael Goetz, Laura McMichael-Cady (Chair), Mari-Lyn Harris, Jeffrey Macapinlac, Priscilla Banks, Johnny O'Brien, Dori Ellis, Regina Guillory, and Helen Mayfield

Commissioners Absent:

John Schinkel-Kludjian

County Staff Present:

Catherine Payne, Gail Belgarde, Mike Piedade, Rhoda Turner

A. CALL TO ORDER

Catherine Payne, Staff Development Specialist with Alameda County, called the meeting to order at 9:40 a.m.

B. ICEBREAKER

Mike, a Staff Development Specialist from Alameda County Social Services, facilitated a Wellness icebreaker. He introduced the purpose of guided meditation, focusing on stress reduction, grounding, and intention-setting. He then led participants through a brief meditation centered on relaxation, body awareness, and cultivating positive emotions. The activity aimed to help participants remain present and focused throughout the meeting.

C. OBJECTIVES: • Overview • Adopt Guiding Principles • Area Plan Update

Catherine reviewed the agenda. She noted that a vote on the annual plan would occur only if members felt informed, and feedback would be collected as needed. Basic housekeeping information was provided, including food availability, keeping the door ajar, and the locations of restrooms and breakout rooms.

Guiding Principles

Catherine asked members to take a few minutes to review the Guiding Principles, which had not yet been formally adopted, before having a short discussion and a vote at 10:05.

Discussion
The commissioners reviewed several Guiding Principles and identified needed edits. They agreed that “aging in place” should be updated to “aging in the right place,” and that “preventive services” should be added under essential services. Commissioner Ellis clarified that the Commission’s role is oversight, not management, and discussed removing language implying management of public resources. Additional concerns included lack of document dating, difficulty tracking revisions, and the need for clearer change documentation.

Decision
The commission agreed on three changes to the Guiding Principles: update the terminology in #8, add preventive services in #4, and replace “management” with “oversight” in #9.

Action Items
Staff will revise the Guiding Principles, add revision dates, and document concerns for follow-up.

Motion to adopt the updated Guiding Principles with the changes just discussed:

(M) Laura McMichael-Cady

(2) Priscilla Banks

Passed unanimously (one commissioner absent).

AREA PLAN UPDATE

Discussion

• Commissioners reiterated concerns about the Area Plan Update, including readability, lack of summaries, unclear formatting, late delivery, and insufficient communication.
• Requests included earlier access to documents, clearer explanations, a glossary, side-by-side change summaries, ADA-compliant formatting, and commissioner training.

• Members emphasized the need for structured review timelines aligned with the Brown Act and a formal accountability process with AAA.
• Commissioners agreed that approval of the Area Plan and accountability measures are separate items.
• Concerns will be submitted to AAA leadership, with responses expected in July.

• Committees will develop measurable SMART objectives during breakout sessions.

Motion to approve the Area Plan Update for signature by Laura, contingent on including written acknowledgment of accountability expectations and required review timelines.

(M) Priscilla Banks

(2) Denyse McCowan

Passed unanimously (one commissioner absent).

Decision
• Area Plan Update approved with required acknowledgment.
• Accountability process and communication improvements will be implemented.

- Follow-up with AAA scheduled for July.
- Committees identified to develop SMART objectives.

- **Action Items**
- Add accountability language to the Area Plan acknowledgment.
- Submit concerns to AAA leadership; place July follow-up on agenda.
- Establish annual review calendar and time-sensitive email protocol.
- Request accessible Area Plan materials and commissioner training.
- Ensure earlier distribution of documents.
- Committees proceed with SMART objective development.

D. PREPARATION FOR BREAKOUT GROUPS

Catherine explained that commissioners should set goals and objectives within their committees that align with the Area Plan.

E. MOVE INTO BREAKOUT GROUPS

Commissioners broke into three breakout groups: the Legislative Committee (Commissioners Dori Ellis, Mari-Lyn Harris, Helen Mayfield, and Staff Development Specialist Catherine Payne), the Public Relations Committee (Commissioners Laura McMichael-Cady, Jeffrey Macapinlac, Johnny O'Brien, Regina Guillory, and Staff Development Specialist Gail Belgarde), and the Service Delivery Committee (Commissioners Pricilla Banks, Denyse McCowan, Michael Goetz, and Staff Development Specialist Mike Piedade).

F. COMMITTEE FORMULATE OBJECTIVES AND GOALS

Each committee met in breakout groups to discuss, formulate, and set goals and objectives aligned with the Area Plan.

G. COMMITTEE REPORTS

LEGISLATIVE BREAKOUT SESSION – SUMMARY

The Legislative Committee prioritized supporting AAA's housing advocacy goal and set two goals: monitoring current CSL and related legislation and increasing community awareness of ADRC services.

PUBLIC RELATIONS BREAKOUT SESSION – SUMMARY

The Public Relations Committee set four goals to increase awareness of resources, expand community engagement, strengthen partnerships, and promote social connection for older adults. Their work aligns with objectives 1.3 and 1.6 and includes activities such as newsletters, resource fairs, listening sessions, and collaborative outreach efforts.

SERVICE DELIVERY COMMITTEEBREAKOUT SESSION – SUMMARY

The Service Delivery Committee ranked the CWAP Goals as follows: Goal 1 first, Goal 3 second, Goal 4 third, and Goal 2 fourth. They will focus on Goal 1 over the next six months, aiming to finish its SMART Objective by December 2026. SMART Objectives for Goal 3 are planned for completion by June 2027 after reviewing the Alameda County/AAA RFP process. Other ACA committees are expected to develop Objectives for Goals 2 and 4, with Service Delivery members available to assist as needed.

H. PUBLIC COMMENT

Commissioner Dori Ellis expressed appreciation for the retreat facilitator's guidance and acknowledged that the work completed during the session helped get the Commission "off on the right step."

Commissioner Banks noted the value of the reset process and voiced gratitude for the support received throughout the retreat and reminded the participants to take a small thank-you item before leaving.

I. ADJOURMENT

Catherine adjourned the meeting at 2:55 p.m., and afterward, everyone gathered for a group photo.

Article I. Name

The name of this organization shall be the Alameda County Advisory Commission on Aging.

Article II. Mandate

A. The Advisory Commission on Aging, which is mandated by the Older Americans Act to oversee the Area Agency on Aging and reports to the Alameda County Board of Supervisors, acts in a collaborative and advisory role to further the Area Agency on Aging's mission of developing and coordinating community-based systems of services for older adults in Alameda County. Nothing in these Bylaws may override or conflict with the Alameda County Admin Code, or other applicable rules and regulations.

Article III. Objectives

A. To act as an independent advocate for older persons as mandated by the Older Americans Act, and the Mello-Granlund Older Californians Act by taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons.

B. To actively seek to uniformly represent the diversity of seniors including racial, cultural, language, sexual orientation, disability, and economic status.

C. To actively seek advice from community councils on aging, senior advocacy organizations, local aging commissions, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to older persons.

D. To inform local senior advocates and organizations on specific legislation pending before local, state and federal governments.

E. To disseminate information of interest and concern to older persons, and to actively work to ensure that seniors and disabled are supported by easily accessible, well integrated, support systems and services designed to support the diversity of the community served.

F. To serve as advisor to the Area Agency on Aging.

G. To be actively involved in the development, implementation, and monitoring of the Countywide Area Plan.

H. To hold public meetings or hearings as necessary to determine the needs and priorities for services of older people and to hold annual public hearings on the area plan.

I. To be actively involved in the implementation and monitoring of the California Department of Aging plans and policies, the Master Plan for Aging, and the Aging and Disability Resource Connection.

J. To monitor the disbursal of tax funds to service providers to ensure equity, efficiency, and efficacy in the use of those funds.

K. To be actively involved in understanding and planning for future opportunities for the delivery of services, taking advantage of developing technologies, potentials for efficiencies from synergy and standards across delivery organizations, and integration with peer organizations.

L. To serve as the advice and consent medium to the Area Agency on Aging in the matter of biennial elections of delegates to the California Senior Legislature.

M. To be nonpartisan in the conduct of its duties and functions.

N. To prepare annually a report that gives its recommendation for improving the lives of older persons, and a summary of its activities for the previous year. The report shall be made available to its Area Agency on Aging, the Alameda County Board of Supervisors, the California Department of Aging, the California Commission on Aging, the Senate and Assembly Committees on Aging, and, insofar as resources permit, to all other interested parties that seek a copy of the report.

Article IV. Membership of the Commission

A. Rules governing Commission Membership, Membership Composition, Chairperson, Meetings, Quorum, Duties, and Members' Terms are set forth in the Alameda County Admin Code Chapter 2.72.

B. Duties and Responsibilities

1. Attendance

a) Commissioners are expected to be actively involved in the Commission. They must be familiar with charter documents, bylaws, and Robert's Rules of Order to be able to provide leadership when necessary. They must be familiar with the organization and operations of agencies and institutions that provide services to the seniors of Alameda County.

b) Commissioners shall be in attendance at the hour appointed for each regular, or special meeting.

c) A Commissioner may be excused from attendance with a valid reason subject to review by the Executive Committee.

d) In the event a Commissioner is absent without a valid reason for three meetings during a calendar year, the matter shall be referred to the Executive Committee for appropriate action.

e) The Executive Committee will review attendance every six months of Commissioners to ensure compliance with these Bylaws.

2. Involvement

a) Each Commissioner shall, in addition to the responsibilities of the full Commission, serve on one or more of the committees. The Commissioner can choose which committees they would like to serve on or shall be appointed by the Commission Chairperson.

b) Each Commissioner will be the channel of communication between the Advisory Commission on Aging and the "grassroots" individuals in the community, including identifying prospective candidates for Committee membership and potential candidates for Commission appointment.

3. Removal of commissioners

A commissioner can be removed from membership by majority vote of the commission and declaration of the Board of Supervisors under the following circumstances:

a) More than 3 consecutive absences or 3 unexcused absences.

b) Failure to adhere to limitations regarding lobbying.

c) Declared unsound by order of the court, convicted of a felony.

4. Conflict of Interest

No officer, member, or employee of County and no member of their governing bodies shall have any pecuniary interest, direct or indirect, in any Agreement of the Department of Adult and Aging services. No Contractor nor any member of Contractor’s family shall serve on a County board, committee, or hold any such position which either by rule, practice or action nominates, recommends, supervises Contractor's operations, or authorizes funding to any Contractor.

Article V. Officers

A. Number and Term

The Officers of the Commission shall be a Chairperson and a Vice-Chairperson. The term of the Officers shall be two years, beginning in July.

B. Election of Officers

1. A nominating committee shall be appointed by the Chairperson at least one month preceding the election. The election shall take place at the regular meeting of the Commission in June. The nominating committee shall present two candidates for each office after ascertaining the willingness of each to serve. Nominations from the floor shall also be sought. The Officers shall be elected by a majority of Commissioners present and voting.
2. Officers may be reelected for one additional term following the above procedure.
3. Should the office of the Chairperson become vacant due to the resignation or death of the incumbent, the Vice-Chairperson shall temporarily assume the office. They shall immediately appoint a nominating committee, which shall meet and report back to the next regularly scheduled commission meeting on its nominees to fill the unexpired term of the vacated office. Nominations may also be made from the floor. The Commission shall by majority vote of those present at this meeting fill the vacancy.
4. Should the office of the Vice-Chairperson become vacant due to the resignation or death of the incumbent, the Chairperson shall immediately appoint a nominating committee, which shall meet and report back to the next regularly scheduled commission meeting on its nominees to fill the unexpired term of the vacated office.

Nominations may also be made from the floor. The Commission shall by majority vote of those present at this meeting fill the vacancy.

C. Duties of Officers

1. The duties of the Chairperson are:
    a) To preside at all meetings of the Commission.
    b) To appoint the Chairperson of each committee.
    c) To decide all points of order subject to reversal by the Commission.
    d) To serve as Chairperson of the Executive Committee and as an ex-officio officer of all committees.
    e) To see that members of the public have an opportunity to speak on agenda items at the appropriate time.
    f) To perform all other duties necessary or incidental to the office.
    g) Participate in Area Agency on Aging Council of California in Sacramento, CA.
2. The duties of the Vice-Chairperson shall be to carry out the above duties in the event of the Chairperson's absence or inability to act.

D. Removal of Officers

1. A motion for removal of either the Chairperson or Vice-Chairperson may be raised by any commissioner during any regular commission meeting.
2. The motion requires a positive vote of 2/3 of active commissioners to pass.
3. If passed, the motion becomes effective immediately and the remaining officer assumes the Chairperson.
4. If passed, an election to replace the officer must be scheduled.
5. Removal of an officer does not affect their position as a commissioner.

Article VI. Commission Meetings

A. Regular Meetings

1. All meetings of the Commission shall be open to the public. The Commission shall hold a regular meeting on the second Monday of each month unless the Chairperson determines that a date change is justified, and notice is given to the Commission at least 72 hours in advance. If the regular meeting day falls on a legal holiday, the Chairperson may fix another day therefore.
2. Unless previously noticed by the Chairperson of the Commission, the regular meeting place remains the office of the Area Agency on Aging.
3. In case of emergency the Commission, by resolution, shall designate some other place to meet temporarily, specifying the time.

B. Order of Business

1. The agenda of each meeting of the Commission shall be delivered personally or by email to Commissioners at least 1 week prior to the meeting.
2. The order of business, ordinarily, shall be as follows:
    a) Introduce support staff
        (1) Individual to take roll, keep minutes, and count votes.
        (2) Individual to manage technical and recording support.
    b) Roll call
    c) Approval of agenda
    d) Approval of minutes
    e) Communications and correspondence.
    f) Report of Director of Area Agency on Aging.
    g) Reports of committees.
    h) Unfinished business.
    i) New business.
    j) Oral communications - public and commissioners

C. Non-Member Attendees

1. Anyone not an appointed Commissioner is a non-member.
2. Non-members shall be provided with a copy of the agenda.
3. Non-members shall be given a copy of such of these rules as are applicable to them.
4. Non-members are accorded an opportunity to speak during discussion periods specifically identified on the agenda. Non-members who are specifically identified as speaking on an agenda item may speak and answer questions so long as they adhere to the time limitations on the agenda. Any non-member attendee may request to make a comment by raising their hand. When acknowledged by the Chairperson non-members shall identify themselves by name, address and (if any) the organization represented. They may then comment or ask questions but must limit their time to 2 minutes and must not open new topics. During their comments they may request more time which the Chairperson may allow at their discretion. Non-member comments may be interrupted by any commissioner who wishes to raise a point of order.

D. Special Meetings

Special meetings of the Commission shall be called by order of the Chairperson or by a majority of the Commission by delivering written notice to each Commissioner. Such notice shall be delivered personally or by email at least 24 hours before the time of such meeting, as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.

E. Verbal Discussion Requirements

All speakers must be recognized by the Chairperson. Unless otherwise approved by the Chairperson, speakers must communicate verbally. Features such as Zoom chat must not be used to engage in debate or make comments on any subject.

F. Voting Requirements

Every Commissioner must be present in person to vote, and no proxies are to be recognized. A Commissioner may, at any time, explain his vote or file in writing an explanation of such vote, after the result of the voting has been announced and recorded.

G. Quorum

A quorum for the transaction of official business shall consist of a majority of the currently appointed Commissioners.

H. Action Items and Requests for Information

1. All requests for information or action must be made during a commission or committee meeting, with the exception that reminders or status checks may be made outside of meetings.
2. When, during discussion or debate any party commits to taking any follow-up action, the Chairperson will clarify that such a commitment exists as an action item, and it will be entered into the minutes as such.
3. A permanent log of requests for information and/or actions items will be maintained as an addendum to the minutes.
4. This log will serve as a review vehicle for discussing unfinished business.

I. Minutes

1. The Assistant Director of the Area Agency on Aging shall cause the keeping of minutes and the recording of all Commission meetings.
2. A copy of the minutes and a recording of the meeting shall be delivered to commissioners personally or by email no later than two weeks following the meeting.
3. Minutes shall be permanently available. Recordings shall be made available **for six months**.

Article VII. Committees

A. Executive Committee

1. Membership of Executive Committee

a) The Executive Committee shall consist of the Chairperson and Vice-Chairperson of the Advisory Commission together with the Chairpersons of all committees.

2. Duties of the Executive Committee

a) The Executive Committee shall meet at least 1 week prior to a regularly scheduled meeting of the Commission to set an agenda for the meeting. The proposed agenda shall become official upon a majority approval of the Executive Committee. The Agenda shall be distributed at least 6 calendar days prior to the Commission meeting.

b) As appropriate, recommend the establishment of committees (ad hoc or standing), by the Commission.

c) Serve as the action point (for either final action or recommendation for final action, as appropriate) in the matter of unexcused absences and/or unacceptable behavior by a Commissioner.

d) Work to ensure that the ACA is effective: in its operations, its relationships, and its structure.

e) Work to recruit and orient new commissioners.

f) Weigh, take action (as may be appropriate), or make recommendations to the next level of consideration regarding such matters brought before it by the Chairperson or any Commissioner. The Executive Committee shall report all actions in the form of recommendations to the full Commission at the first available opportunity.

B. Committees

1. The Committees of the Advisory Commission on Aging shall be composed of Commissioners and other persons who may be selected to serve as members. The Chairperson of the Commission shall appoint a Commissioner as the Chairperson of each Committee. The Chairperson of each Committee shall, in consultation with the Chairperson of the Commission, select Commissioners and other persons to serve as Committee

members. The Committee may select its own Vice-Chairperson and other officers.

2. Committees are intended to set the objectives, establish plans, and do the detail work of the Commission.
3. Each committee shall report its progress relative to its objectives and plans at each regular meeting of the commission
4. Committees are assigned specific subject area responsibility. In addition to the Executive Committee, the Committees shall be:
    a) Services Delivery
    The Services Delivery committee works with the community-based organizations, NGOs, and other institutions that deliver services to seniors to monitor the services, evaluate issues, and serve as an emissary between the commission and these institutions. The committee is the primary eyes and ears of the commission to these institutions.
    b) Public Relations
    The Public Relations committee serves as an emissary between the commission and the public, seeking to both inform and listen to seniors and their families and care givers. The committee is the primary eyes and ears of the commission to the public.
    c) Legislative Committee
    The Legislative Committee works with the SSA expert in legislation to identify any legislative initiatives that would, or wouldn't benefit older adults in Alameda County, and advocate for or against that legislation.
    d) Recruitment Committee
    The Recruitment Committee helps to facilitate the recruitment and orientation of new commissioners.

C. Additional Ad Hoc Committees
Additional Ad Hoc Committees may be established to perform specific tasks or address specific issues as deemed necessary by the Executive

Committee. Ad Hoc Committees will be disbanded when their purpose is completed.

D. Duties of Committees

1. No member of Alameda County government staff or contractor shall serve as a voting member of any committee.
2. Non-Commissioners may serve on committees. They may vote on committee matters but may not vote on Commission motions.
3. Each Committee shall provide leadership in its program area for developing new projects, improving existing services and identifying problems for Commission and/or Department resolution.
4. The agenda for Committee meetings shall be prepared by the Chairperson of the Committee.
5. Each Committee will consider any matters presented by a member of the Committee or referred to it by the Chairperson of the Commission.
6. The recommendation of the Committees may be based on a consensus where such exists, or on the presentation of majority and minority points of view.
7. Each committee will maintain an active list of current objectives together with a plan for their accomplishment. A committee's objectives should be developed to support meeting the bylaws' objectives. This plan shall be the basis for reporting to the Commission.

Article VIII. Commission Reports and Public Statements

All reports of the Commission ordinarily shall be delivered personally or by email in draft form to each Commissioner, prior to the date of the meeting at which such report is proposed for consideration and action thereupon by the Commission.

Approval of any report or public statement of the Commission shall require the affirmative vote of the quorum.

None of the above shall preclude any Commissioner from communicating his own opinions or recommendations to any outside party, when acting solely as an individual.

Article IX. Adoption, Suspension, Amendment of Bylaws

A. Adoption
The adoption of Bylaws shall be by motion and shall require an affirmative recorded vote of a majority of the currently appointed Commissioners. When adopted, such Bylaws shall remain in effect unless suspended or amended as herein.

B. Suspension
Any of these Bylaws may be suspended by the affirmative recorded vote of a majority of all currently appointed Commissioners at two consecutive meetings. A motion to suspend the Bylaws is debatable.

C. Amendments to the Bylaws may, after two weeks notice, be adopted by the affirmative recorded vote of a majority of all currently appointed Commissioners at a regular or called meeting. Notice of any proposed amendment together with a copy of the proposed amendment shall be delivered personally or by email to each Commissioner at least two weeks in advance of the meeting at which time the amendment is to be considered.

Article X. Reimbursement for Commissioner Expenses

Commissioners shall be reimbursed for expenses in performing Commission functions in accordance with administrative practices as approved by the Board of Supervisors.